



Operations

**AIR EDUCATION AND TRAINING COMMAND WAR
AND CONTINGENCY PLANNING PROCESS**

This instruction implements AFD 10-4, *Operations Planning*, and command guidance for war and contingency planning at Headquarters Air Education and Training Command (HQ AETC) and AETC bases. It describes headquarters staff responsibilities and provides guidance for maintenance of base-level programs. Under the provision of AFMAN 10-401, *Operation Plan and Concept Plan Development and Implementation*, requirements in this instruction also apply to tenant organizations and HQ AETC-owned activities.

SUMMARY OF REVISIONS

This revision updates office symbols and the reference publications list.

1. Responsibilities:

1.1. Command War and Contingency Planning Documents. HQ AETC planning documents are developed to ensure coordinated and responsive efforts toward achieving command taskings in support of Air Force objectives. The documents described below build on the USAF War and Mobilization Plan (WMP) and support the requirements of each major AETC wartime tasking.

1.1.1. AETC WMP, Volume I, Mobilization (AETC WMP-I). AETC WMP I implements AFI 10-402, *Mobilization Planning*. It provides information pertinent to the mobilization of Air Force Reserve units and individuals and support of individual mobilization augmentees, unit members, and other mobilized members of the ready, standby, active duty retirees, or retired reserve reporting to AETC installations. Base-level mobilization plans are required and should follow the format of AFI 10-402 and the AETC WMP, volume I. (OPR: HQ AETC/CCR)

1.1.2. AETC WMP, Volume II, Wartime Training (AETC WMP II). AETC WMP II provides the headquarters and bases with current planning factors for conducting and supporting training in a contingency or wartime environment. This includes wartime training factors covering courses, facilities, instructors, and support personnel to include personnel for flying, medical, basic military, technical, and officer training. Each technical training wing will develop a base-level support plan covering wartime and training factors, facilities plans, and other issues as warranted locally. (OPR: 2 AF/DOR)

1.1.3. AETC WMP, Volume III, Deployment (AETC WMP III). AETC WMP III provides the headquarters staff and AETC bases with current planning factors for deployment of mobility forces. Base sourcing for applicable mobility teams and minimum required training are addressed. The WMP III addendum provides specific operations plan (OPlan) taskings for assigned mobility forces in the Time-Phased Force and Deployment Data (TPFDD). Base-level WMPs supporting AETC WMP III will not be written. (OPR: AETC AOS/AOW)

1.1.4. AETC WMP, Volume IV, General War (AETC WMP IV). AETC WMP IV provides current planning factors for conducting and supporting wartime operations. It establishes requirements for developing base war and mobilization plans. It encompasses all basic functions necessary to match facilities, personnel, and equipment resources with planned wartime activity. The AETC WMP IV supports the USAF WMP; Continuity of Operations Plan, Department of the Air Force; USAF Survival, Recovery, and Reconstitution Plan 55; and Continental United States Airborne Reconnaissance for Damage

Supersedes AETCR 28-3, 1 March 1991
OPR: HQ AETC/XO (Project Office:
AETC AOS/AOW [Jim Vick])

Certified by: AETC AOS/CC (Lt Col A. L. Wachdorf)
Pages: 11/Distribution: F; X:
47 FTW/XPO(ALT) - 1
HQ AFIA/IMP - 1
AUL/LSD - 1



Assessment Plan. Write base-level WMPs in the format of AETC WMP IV. Major format deviations require AETC Air Operations Squadron, War Plans Flight (AETC AOS/AOW) approval. (OPR: AETC AOS/AOW)

1.1.5. AETC Plans Summary. The AETC Plans Summary is designed to provide a condensed reference of all AETC War and Contingency Plans and associated commitments. The summary outlines HQ AETC plans and all wing-level plans required by HQ AETC or HQ USAF directives. Wing plans officers will publish a base plans summary adapted to their base. (OPR: AETC AOS/AOW)

1.1.6. AETC War and Contingency Plans Listing. AETC AOS/AOW publishes and updates, semiannually, a listing of AETC war and contingency plans. The listing includes all plans published by HQ AETC and all wing plans required by HQ AETC or HQ USAF plans and directives. This listing is provided to assist wing plans officers and applicable HQ AETC staff offices of primary responsibility (OPR) with plan development and management.

1.1.6.1. To assist AETC AOS/AOW in updating the AETC War and Contingency Plans Listing, all HQ AETC directorates and chiefs of special staff who require wings to prepare base-level or supporting plans will review their requirements and provide updates to AETC AOS/AOW by 15 March and 15 September each year to ensure currency of the listing.

1.1.6.2. Wing plans officers prepare a base plans listing (RCS: AETC AOS-AOW(SA)9601, Base War/Contingency Plans Listing), as of 30 June and 31 December of each year. Prepare the listing, using the format at attachment 1, and send it to AETC AOS/AOW within 5 workdays following the as-of date. (**NOTE:** The emergency status code for this report is C-3, delayed-required, but only after preparation and submission of those assigned C-1 and C-2.)

2. Wartime Aircraft Activity (WAA). HQ AETC/LGXW (War and Mobility Plans Branch) distributes a WAA listing to appropriate AETC wings. Listings to bases contain only the information pertinent to that particular base.

2.1. Other major commands may contact HQ AETC/XOPU to conduct surveys and negotiate for use of the base for dispersal, regrouping, or other WAA. An AETC base contacted from outside the command for WAA surveys or negotiations must ensure the wing commander and HQ AETC/XOPU (Bases and Units Branch) are notified and approve the action before proceeding. Provide information copies of all correspondence to HQ AETC/XOPU, HQ AETC/LGXW, and AETC AOS/AOW.

2.2. Approval to conduct a survey will not constitute authority to use an AETC base for WAA operations. Complete the survey, coordinate the request to use the base, and obtain final approval in the following order:

2.2.1. Wing commander.

2.2.2. Other commanders using the base for WAA.

2.2.3. HQ AETC/XOPU (Plans and Programs Support Branch, command monitor).

2.2.4. HQ AETC/LGXP (Plans and Programs Support Branch, command agreements monitor).

2.2.5. HQ USAF/XOOA (Airspace and Aircraft Control).

3. Deployment Planning Operations. AETC AOS/AOW has responsibility for identifying and tasking mobility forces. HQ AETC/LGXW, as the command OPR for AFI 10-403, *Deployment Planning*, is responsible for ensuring installations have the capability to deploy forces as required. Coordination among plans, manpower, personnel, logistics, and functional managers ensures that combat support forces are made available, are trained and equipped, and a system to successfully deploy is current and usable. Automated data processing (ADP) support in use is described as follows:

3.1. AETC interfaces with HQ USAF and the supported commands via the Global Command and Control System (GCCS). Computer terminals located in the AETC Air Operations Squadron allow free access for planners to the Joint Operation Planning and Execution System (JOPES) and the USAF Contingency Operation Mobility Planning and Execution System (COMPES).

3.2. JOPES is an ADP system that has the objective of standardizing data, application programs, and ADP management procedures used in joint operational planning. Formatted data can be exchanged among the unified and specified commands, services, service components, transportation operating agencies, and the Joint Chiefs of Staff.

3.3. COMPES is the Air Force standard ADP system that supports JOPES. As such, its use is mandatory at all levels of command. COMPES is designed to:

3.3.1. Enhance joint and unilateral Air Force deployment and mobility planning by providing a standard ADP system capable of interfacing with other commands.

3.3.2. Enable planners to meet report requirements within the current and projected time constraints.

3.3.3. Provide base-level mobility planners with a means

to monitor and develop unit mobility data needed to satisfy local and higher headquarters requirements.

3.3.4. Provide a capability to monitor resources and minimize unnecessary movement of personnel and equipment into a theater of operation.

4. HQ AETC Staff Responsibilities:

4.1. Each directorate and chief of special staff appoints a primary and an alternate representative to the War Plans Working Group (WPWG) and sends a memorandum of appointment to AETC AOS/AOW. The War Plans Flight Chief (AETC AOS/AOW) chairs the WPWG. Its objectives are to:

4.1.1. Ensure realistic tasking in all contingency plans.

4.1.2. Increase staff exposure to contingency plans and taskings.

4.1.3. Ensure effective interaction with functional planners.

4.2. HQ AETC/XO (Director of Plans and Operations) is responsible for the development and administrative control of the AETC WMP III and IV. The specific HQ AETC staff OPR for other plans prepared by HQ AETC is determined by the source document requiring the plan, the WPWG, or the AETC Director of Staff (DS), as appropriate. HQ AETC staff agencies must coordinate with AETC AOS/AOW on all documents requiring subordinate units to develop contingency plans. The HQ AETC staff OPR will:

4.2.1. Publish the initial contingency plan and all changes and revisions.

4.2.2. Maintain stock levels.

4.2.3. Provide guidance to subordinate units on contingency plans for which they are responsible, to include:

4.2.3.1. Format. (If not specified by other directives, use the format presented in this instruction.)

4.2.3.2. Plan distribution and suspense.

4.2.3.3. Tasked and exempt organizations.

4.2.3.4. Functional area guidance for plan preparation.

4.2.4. Monitor suspenses for base-level contingency plan publication and distribution.

4.2.5. Review base-level contingency plans for accuracy

of content.

5. Wing Responsibilities:

5.1. Wing Plans Officers:

5.1.1. Review all base-level operations/contingency plans before final publication and distribution to HQ AETC.

5.1.2. As OPR for a plan, coordinate on and delegate responsibilities for preparation of functional area inputs. The OPR is determined by the source document requiring the plan or by the wing commander. Normally, the base OPR will be functionally aligned with the HQ AETC OPR.

5.1.3. Establish a WPWG comprised of plans representatives from functional areas and tenants with wartime support requirements. This group also functions as the Base Support Planning Committee (reference AFI 10-404). Committee members responsibilities include, but are not limited to:

5.1.3.1. Actively integrating the efforts of all base-level planning representatives.

5.1.3.2. Reviewing and approving base contingency or wartime plans.

5.1.3.3. Identifying the primary base wartime missions and the available resources required to support the base's wartime commitment.

5.1.3.4. Determining reception tasks and responsibilities.

5.1.3.5. Identifying tenant involvement.

5.1.3.6. Identifying limited factors (LIMFAC) and shortfalls.

5.1.4. Ensure all functional areas that have mobility positions are provided applicable information from the AETC WMP III and addendum (TPFDD).

5.1.5. Brief newly assigned AETC and tenant unit plans representatives within 30 days of appointment.

5.1.6. Review the current AETC War and Contingency Plans Listing to ensure base compliance with plans requirements.

5.1.7. Ensure proper distribution of base plans to tasked organizations and the appropriate HQ AETC functional OPR. Distribution of the wing war/contingency plans will be in accordance with the HQ AETC War/Contingency Plans Listing.

5.1.8. Establish an annual base plans review program.

5.1.9. Conduct staff assistance visits annually to all AETC and tenant units that have contingency plan requirements.

5.1.10. Conduct key supervisor briefings to include:

5.1.10.1. Initial briefings on all base-level war and contingency plans for newly assigned key supervisors within 60 days after they assume that position. The wing commander designates key supervisors in writing.

5.1.10.2. Refresher briefings on plans for designated key supervisors.

5.1.11. Publish local guidance for plans management by supplementing this instruction. Development of additional information and procedural guidance in a supporting document is encouraged. Consider the following for inclusion in the document:

5.1.11.1. Plans development and publication guidance.

5.1.11.2. Supporting checklist development.

5.1.11.3. Unit plans representative continuity folder.

5.1.11.4. Base-level plans summary.

5.2. WPWG:

5.2.1. Each AETC and tenant unit will appoint an officer or noncommissioned officer (or civilian equivalent) with at least a Secret clearance who is thoroughly familiar with the unit's operation and capabilities to serve as its functional area plans representative on the WPWG. *Supervisors should consider 1 year retainability as a minimum when appointing new plans representatives.* Send a memorandum of appointment to the wing plans officer within 10 workdays of appointment.

5.2.2. The designated AETC and tenant unit plans representatives will:

5.2.2.1. Provide names of newly assigned wing key supervisors, as designated by the wing commander, to the wing plans officer to schedule key supervisor initial briefings.

5.2.2.2. Be responsible for developing plans, annexes, appendices, etc., for which their agency is designated OPR.

5.2.2.3. Notify the wing plans officer when a higher-headquarters directive or plan creates a requirement to develop or change a wing plan. Specify required wing

actions by endorsement or memo to the wing plans officer, and monitor and document all actions through appropriate suspenses and followup actions.

5.2.2.4. Brief new AETC and tenant unit key personnel within 60 days of their assignment on all plans and changes that affect their specific functional area. Give additional briefings, as required, to cover new plans or changes. Document all briefings.

5.2.2.5. Ensure adequate instructions, checklists, etc., are developed to implement plans under which their agency is tasked.

5.2.2.6. Participate in staff assistance visits within their agency with the wing plans officer.

6. Staff Assistance Visits:

6.1. Wing staff assistance visits are an integral part of a comprehensive wing plans surveillance program as defined in AFI 90-201/AETC Sup 1, *Inspector General Activities*. The chief of the AETC or tenant unit will respond in writing to the plans officer indicating corrective actions taken. Report open items to wing plans officer every 30 days until the corrective action is completed. Wing plans officers will:

6.1.1. Publish a proposed staff assistance visit schedule for the entire calendar year.

6.1.2. Confirm visit with the chief of each AETC and tenant unit before the visit to establish time, date, and purpose.

6.2. Plans staff assistance visits must be task-oriented and not primarily administrative in nature. Cover the following items, as a minimum, with particular emphasis on paragraphs 6.2.2, 6.2.3, and 6.2.4:

6.2.1. Responsibilities of the unit and unit plans representative.

6.2.2. Plans preparation procedures.

6.2.3. Review of all plans on file for currency.

6.2.4. Review of all plans to ensure supervisors are aware of, and can support, specific functional area tasking.

6.2.5. Review of functional area battle staff checklists for currency and adequacy.

6.2.6. Review of classification procedures. (Ensure defense readiness conditions actions listed in checklists, operating instructions, etc., are classified properly.)

6.3. During staff assistance visits, items discussed must be documented, discrepancies noted, and actions taken and corrected on the spot. Highlight recurring discrepancies. Provide a formal reply to the chief of the AETC or tenant unit visited.

7.1. **Identifying Plans.** Wings will assign a number and (or) title to base war and contingency plans to coincide with the number and (or) title of the HQ USAF or AETC plans they support or as specified by higher headquarters directive.

7.2. **Plan Format.** Wing supporting plans are written in the format of the plan supported or as prescribed in a higher-headquarters directive. When developing plans that have no prescribed format, use the format in AFMAN 10-401 as a guide. Annex designations are a guide only and may be realigned as required.

7.3. **Organization of a Plan.** All plans should include these elements in the order listed, unless specified otherwise in higher-headquarters directives:

7.3.1. **Plan Covers.** The cover must show the date of the plan, the issuing headquarters, short title and number of the plan, restricted data or formerly restricted data when required, source of classification, and downgrading or declassification instructions. Covers must not contain classified information. Mark top and bottom of both covers with the overall classification of the plan. Card stock covers may be used on all plans. Classified plan covers must be red or pink.

7.3.2. **Memorandum of Transmittal.** The memorandum of transmittal of a contingency plan should identify the reason for preparing the plan. The need for preparing further supporting plans must be specified. The OPR for the plan must be identified and disposition instructions must be included when the plan supersedes a previous plan.

7.3.3. **Security Instructions and Record of Changes.** The security instructions must include the long and short titles of the plan and must be the first page (i) following the memorandum of transmittal. State the classification of the plan and any reproduction limitations. The record of changes for the plan may be included on the same page as the security instructions, or may be a separate page published on the back of the security instructions. Reproduction and limitation instructions are included on "Security Instructions" page.

7.3.4. **Plan Summary.** The plan summary is used for all contingency plans. It provides a brief review of the mission, general situation, concept of operations, and commander's appraisal of the logistics and transportation feasibility of the plan.

7.3.5. **Table of Contents.** See attachment 2. Annex designations are a guide only and may be realigned when necessary to fit specific needs. The table of contents should include elements that are published separately.

7.3.6. **Basic Plan.** The basic plan consists of the five main paragraphs shown in attachment 3. Additional paragraphs may be included to fit the needs of the plan. The basic plan will be signed by the wing commander or designated representative.

7.3.7. **Attachments to the Plan.** Annexes used for the plan should be listed on the final page of the basic plan. Other attachments (appendices, tabs, exhibits, or maps) are listed on the final page of any attachment which has further attachments. The basic plan should refer to each annex that has been prepared; however, information provided in the basic plan is not normally repeated in the attachments. Annexes will be signed by the functional area chief charged with overall responsibility for the annex. See attachment 4 for a sample annex.

7.3.8. **Execution Checklist.** The execution checklist summarizes the action required by the commander preparing the plan to ensure coordinated initiation of the operations.

7.3.9. **Distribution List.** The distribution list accounts for all copies of the plan and informs users which agencies and headquarters maintain copies of the plan. Distribution should be held to the minimum essential for planning. Addressees must advise plan OPRs of necessary changes to the distribution list.

7.3.10. **Distribution Change Memorandum.** All plans must include a standard memorandum that addressees may use to notify the OPR of changes in distribution requirements. The distribution change memorandum normally follows the distribution list but may also follow the memorandum of transmittal.

7.4. Change Procedures:

7.4.1. **When to Issue a Change.** A plan should be changed rather than revised if the total adjustments (any new or previously changed material) affect less than 40 percent of the plan.

7.4.2. Identifying Changes:

7.4.2.1. The date of the change, the date of the basic plan, and the classification of the plan (if other than unclassified) must be included in paragraph 1 of the memorandum of transmittal.

7.4.2.2. A copy of the distribution list must be attached to the memorandum of transmittal. If a new annex Z is

accomplished, a distribution list is not required. The “To” element should read: “See Attached Distribution List” or “See Annex Z.”

7.4.2.3. When page changes are made, the change number and the date of the change must be placed in parenthesis below the page number.

7.4.3. Change Methods:

7.4.3.1. **Page Changes.** This is the preferred method of change. This method reaccomplishes all pages containing changes. If the change contains classified material, two copies of AF Form 1565, **Entry, Receipt, and Destruction Certificate**, are prepared according to DoD Regulation 5200.1-R/AFI 31-401, *Managing the Information Security Program*. To indicate new or changed material, add a vertical line in the left margin.

7.4.3.2. **Write-In Changes.** Write-in changes (in ink) are permissible but should not be used to make lengthy changes. This procedure may be used only for minor corrections, such as changes to numbers, dates, single words, short phrases, etc. If page changes are also being made, the write-in changes are either included on the AF Form 1565, if used, or listed on the change memorandum of transmittal.

7.4.4. **Change Transmittal.** A transmittal memorandum is prepared for each change and the change is distributed to all addressees listed in Annex Z.

7.5. Security and Document Marking Considerations:

7.5.1. Classified contingency plans must be marked according to DoD Regulation 5200.1-R/AFI 31-401 and as follows:

7.5.1.1. Each plan must be assigned an overall security classification that is determined by its content.

7.5.1.2. Front and back covers and the memorandum of transmittal must be marked with the overall classification of the plan. The final paragraph of the memorandum of transmittal must indicate whether the memorandum of transmittal, when classified attachments are withdrawn, is Secret, Confidential, or Unclassified. Any transmittal memorandums remaining classified after attachments are withdrawn must be portion marked and include the “Classified by” and “Declassify on” instructions.

7.5.1.3. The first page of each plan element (the annex, the appendix, the tab, etc.) will bear the highest classification of any other portion of that element only if the element is likely to be used separately. For example, if only the second page of tab B contains classified information, the front page of tab B will bear the classification of page 2 only if the tab is likely to be removed and used as a separate entity. If not, then only page 2 will bear classified markings and the front page of the tab will remain unclassified. This also applies to any special markings required because of the nature of the information it includes; for example, “Restricted Data.”

7.5.1.4. Each interior page of the classified plan element must be marked according to the highest classification of the information contained on the page, or “Unclassified” as appropriate. Center classification markings at the top and bottom of each page. Each paragraph and subelements of paragraphs must be portion marked (TS), (S), (C), or (U) according to the highest level of information contained in or revealed by it. *Exception:* When the entire annex, appendix, tab, etc., is unclassified, portion marking is not required. Place the statement: “This entire (annex, appendix, tab, etc.) is unclassified” on the first page and mark “UNCLASSIFIED” at the top and bottom of it and each page of the unclassified attachment.

7.5.1.5. The first page of a classified plan element must contain markings for identifying a derivative classification as defined in DoD Regulation 5200.1-R/AFI 31-401. Identification of the classification authority must be shown on the “Classified by” line. The “Declassify on:” line must reflect the date the document is to be declassified or “OADR” (originating agency’s determination required) for derivative classifications.

7.5.2. The OPR of a plan should review AFI 37-131 to determine if a plan falls under the purview of the Air Force Freedom of Information Act Program. Marking, handling, and disposition of plans determined to be “For Official Use Only” will be according to AFI 37-131, *Freedom of Information Act Program*.

7.6. **Distribution Requirements.** Distribution of War/Contingency Plans to HQ AETC staff agencies will be in accordance with the AETC War/Plans Listing (See paragraph 1.1.6). *War/Contingency Plans destined for AETC AOS/AOW and the ALTAETC HQ* will be on a 3.5-inch disk and be in Word for Windows® 6.0 format.

DONALD L. PETERSON, Major General, USAF
Director, Plans and Operations

4 Attachments

1. Sample War/Contingency Plans Listing
2. Sample Table of Contents Format
3. Sample Basic Plan
4. Sample Annex Format

**SAMPLE WAR/CONTINGENCY PLANS LISTING
(RCS: AETC AOS-AOW(SA) 9601**

<i>Title</i>	<i>Class</i>	<i>Date of Basic</i>	<i>Last Change</i>	<i>Source Document</i>	<i>OPR</i>	<i>Remarks</i>
AETC Plans Summary (Condensed reference for AETC 1 Apr 93 war/contingency plans)	U	1 Jan 93	Chg 2		AOW	Under Revision
AETC War and Mobilization Plan, Vol I, Mobilization	FOUO	1 Feb 95		AFI 10-402	CCR	HQ 336 CTG exempt
AETC War and Mobilization Plan Vol II,	FOUO	1 Jan 95			2 AF	In Development
AETC War and Mobilization Plan, Vol III, Deployment	S	1 Jul 93	Chg 2	USAF WMP-3 1 Mar 95	AOW	Under Revision
AETC War and Mobilization Plan, Vol IV, General War	S	2 Nov 92	Chg 2 IMC 93-1	USAF WMP 20 Aug 93 USAF CARDA COOP-DAF	AOW USAF SRR	
AETC Plan 55-2 (Civil Disturbance Plan)	FOUO	15 Oct 84		USAF Plan 55-2	AOW	Supporting plans/OIs optional Recommend OI at Sheppard AFB
AETC Plan 201 (Threatened or Actual Work Stoppage of Federal Employees)	FOUO	1 Aug 94		USAF Plan for threatened Actual Work Stoppage	DPC	Vance AFB exempt

(CLASSIFICATION)

SAMPLE TABLE OF CONTENTS FORMAT**AETC SAMPLE PLAN (U)**

Table of Contents (U)

CONTENTS	PAGE
Memorandum of Transmittal	Cover Page
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ANNEX J - MEDICAL SERVICES	J-1
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ANNEX M - SECURITY POLICE	M-1
ANNEX N - SERVICES	N-1
ANNEX O -	NOT USED
ANNEX P - INFORMATION MANAGEMENT	P-1
ANNEX Q - STAFF JUDGE ADVOCATE	Q-1
ANNEX R - RECRUITING SERVICE	R-1
ANNEX S - CHAPLAIN SERVICE	S-1
ANNEX T - BASIC MILITARY AND TECHNICAL TRAINING	T-1
ANNEX U - COMPTROLLER	U-1
ANNEX W - PLANS	W-1
ANNEX X - EXECUTION CHECKLIST	X-1
ANNEX Y - GLOSSARY	Y-1
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NOTE: Annex designations are a guide only and may be realigned when necessary to fit specific needs. Information presented in the basic plan is of general need, not for individual functional use better served in individual annexes.

(CLASSIFICATION)

SAMPLE BASIC PLAN

Basic Plan

REFERENCES:

List references by publication number and title. Cite references required for a complete understanding of the plan. References used should be documents which are readily available to users of the plan. Higher-headquarters plans which this plan supports must be listed. List references as follows:

- a. XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
- b. XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
- c. XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

TASK ORGANIZATION: See annex A. (Or list them as appropriate.)

1. () SITUATION:

a. () **General:** Describe the general environment that would establish the probable preconditions for implementation of this plan.

b. () **Assumptions:** List the assumptions on which the plan is based. That is, list either the conditions most likely to exist or other conditions that are likely to have a significant impact on this plan as a whole. (Additionally, assumptions about specific aspects of the operation should be included in appropriate annexes.)

2. () MISSION: State concisely the task and purpose to be carried out by executing this plan.

3. () EXECUTION:

a. () **Concept of Operations:** This explains the operations to be conducted. It should describe the general nature and purpose of the operations to be conducted, and the coordination and cooperation necessary to execute actions required by the plan.

b. () **Tasks:** In separately lettered subparagraphs, list each task assigned to each applicable commander.

4. () ADMINISTRATION AND LOGISTICS:

a. () **Administration:** State what the administrative requirements are if other than "normal." Any requirement for operating instructions or checklists in support of the plan may be addressed here.

b. () **Logistics:** Provide broad guidance on how support will be furnished. For detailed guidance on major aspects of required support, refer the reader to the appropriate annex.

5. () COMMAND AND SIGNAL: If other than "normal," identify the command and control relationship such as between the wing and an off-base agency that supports the plan. Signal includes a general statement on the scope and kind of communications-computer systems to be used when the plan is implemented.

NOTES:

1. Detailed information on tasking for lower echelons of command is normally not covered in the basic plan. Detailed information should be covered in the appropriate annexes, appendices, etc.
2. The five major paragraph headings shown in this sample will be used in *all* plans. Additional paragraph headings may be used to fit the particular needs of the plan.

(CLASSIFICATION)
SAMPLE ANNEX FORMAT
ANNEX C, AETC SAMPLE PLAN (U)

OPERATIONS (U)

(U) REFERENCE: *

- a. (U) USAF WMP-I
- b. (U) AFI xx-xx

1. (U) GENERAL:

- b. (U) xxxxxxxxxxxx
- c. (U) xxxxxxxxxxxx
- d. (U) xxxxxxxxxxxx
- c. (U) xxxxxxxxxxxx

2. (U) ASSUMPTIONS: *

- a. (U) xxxxxxxxxxxx
- b. (U) xxxxxxxxxxxx

3. (U) RESPONSIBILITIES:

- a. (U) xxxxxxxxxxxx
- b. (U) xxxxxxxxxxxx
- c. (U) xxxxxxxxxxxx

4. (U) LIMITING FACTORS:

- a. (U) xxxxxxxxxxxx
- b. (U) xxxxxxxxxxxx

* Do not duplicate those in the basic plan.

C-1
(CLASSIFICATION)

NOTES:

1. If there is no specific material for a titled paragraph, do not include that paragraph. If you have additional paragraphs, put them behind those shown.
2. Limit annexes to essential information not covered in other publications. This does not preclude referencing those other publications as appropriate.
3. Each annex will be signed at HQ AETC by the appropriate director or chief of special staff office. At base level, plan annex will be signed by the appropriate annex OPR (e.g., group/squadron commanders, or agency chief).